

**Castro/Upper Market CBD
Finance Committee Meeting
December 2, 2019 7:30 am – 9:00 am**

Minutes

Present: Crispin Hollings Board Member, Alan Lau Vice President

Members Absent: Hubert Ban Treasurer

Guests/Staff: Andrea Aiello, Exec. Director, Anh Han CBD Bookkeeper

Members of the public: John Goldsmith

I. Introductions/Approve Minutes/Review of Brown Act: Meeting called to order at 7:35 a.m. All introduced themselves, Brown Act reviewed. **Motion** CH1, to approve July 25, 2019 Minutes. Motion approved by only Crispin H. due to delay in minutes approval and Hubert B. absence. Motion approved.

II. General Public Comment: There was none.

III. Discussion and Consideration for acceptance of 1st Quarter Report: Motion AL1, CH 2 Discussed, Motion to accept Q1 report approved.

IV. Discussion and Consideration for Approval of 2018 990: Motion CH1, AL2 to approve 2018 990. Discussion, Motion approved.

V. Discussion and Consideration for Approval Amendment to Fiscal & Governance Policy Manual – Specifically to Payroll Approval Process: To:

- Executive Director approves time sheets for employees
- Treasurer (or their appointee) approves time sheet for Executive Director
- Bookkeeper processes payroll
- Executive Director submits payroll to payroll company.
- In case the Executive Director is unavailable, the treasurer or their appointee will submit payroll.

Motion AL1, CH2 discussion. Important to not have this critical task the responsibility of volunteer board members. Andrea reported she shared the above change to CBD's CPA firm, and this was approved. Discussion. Add one last step, for Executive Director, each pay period to send payroll statement, after it has been submitted, to the CBD's treasurer. With this addition, Motion approved. John Goldsmith commented on this agenda item.

VI. Discussion and Consideration for Approval of Budget for \$1,000,000 State Grant:

Discussion, not vote taken on this item. John Goldsmith commented on this agenda item.

Adjourn: Motion AL1, CH2 to adjourn 8:40 a.m.

Minutes taken and prepared by Andrea Aiello
Approved 2-11-2020